OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

Administration
& Management

May 24, 1979
Incorporating Change 81-1, June 12, 1981

ADMINISTRATIVE INSTRUCTION NO. 22

SUBJECT: Automatic Data Processing Records Management

References: (a) Federal Property Management Regulations, Chapter 101, "Program Implementation" (41 CFR S 101-11.210-4)
(b) Federal Property Management Regulations, Chapter 101, "Care and Handling of Magnetic Computer Tape" (41 CFR S 101-32.12)
(c) Administrative Instruction No. 15, "OSD Records Management Program," January 11, 1978
(d) Federal Property Management Regulations, Chapter 101, "Machine-Readable Records" (41 CFR S 101-11.411-6)

1. PURPOSE

This Instruction assigns responsibilities and establishes procedures and standards for Automatic Data Processing (ADP) Records Management, as required by reference (a).

2. APPLICABILITY

The provisions of this Instruction apply to the Office of the Secretary of Defense and activities administratively supported by the Washington Headquarters Services (hereafter referred to as "OSD Components"). It does not include the Organization of the Joint Chiefs of Staff.

3. DEFINITIONS

3.1. User's Handbook. A document designed for each ADP system to facilitate the relationship between the computer center and the customer. It contains a narrative description of the system in nontechnical terms and includes flow charts, descriptions of data elements, report formats, input and output schedules, responsibilities and similar information.

3.2. Program Documentation. A description of the program and facilities used; program design in the form of flow charts; decision tables; program coding; operating instructions; testing procedures and listings.

4. RESPONSIBILITIES

4.1. The Records Administrator, WHS, shall administer the ADP Records Management Program, and shall:

4.1.1. Serve as the OSD point of contact and as the office of record.

4.1.2. Determine the disposition schedules of ADP applications, ensuring proper documentation and coordination with all interested parties.

4.1.3. Provide liaison with the General Services Administration, National Archives and Records Service, on ADP records matters.

4.1.4. Assist the OSD Components in completing the necessary ADP inventory forms (enclosures 1 and 2).

4.2. The Director for Computer Support, WHS, shall:

4.2.1. Ensure that proper program documentation and user handbooks are provided by the ADP service facility and issued for OSD ADP programs.

4.2.2. Ensure that standards for tape library operations are observed by ADP facilities providing OSD services. This includes periodic testing by the ADP facility of representative samples of tapes scheduled for long term retention. Tapes stored in backup locations should similarly be tested on a regular basis, and maintained in the proper environment as prescribed in the FPMR (reference (b)).

4.2.3. Provide technical advice, if required, to assist the Records Administrator and the user in determining the retention schedule of all ADP applications processed for the OSD. Administrative Instruction No. 15, page 16-1 (reference (c)), prescribes retention schedules for ADP (machine-readable records).

4.3. The OSD Components shall:

4.3.1. Coordinate with the Records Administrator in determining the retention schedule for magnetic media (tapes or disk packs) used in all ADP applications processed for their use.

4.3.2. Complete GSA Form 7036 (enclosure 1), as prescribed by Administrative Instruction No. 15 (reference (c)). Submit the completed form to the Records Administrator for each new ADP application.

4.3.3. Ensure the proper disposition of tapes, cards or disk packs data generated for their programs.

4.3.3.1. Tape, card or disk files scheduled for permanent retention and transfer to the National Archives will be documented as required by the FPMR (reference (d)).

4.3.3.2. For this purpose, GSA Form 7091 (enclosure 2) should be completed with the technical assistance of the servicing ADP facility and forwarded to the OSD Records Administrator for processing.

4.3.3.3. Tapes for nonpermanent records will be released by the OSD Component ADP monitor only in accordance with a predetermined schedule and the FPMR and Administrative Instruction No. 15 (references (a) and (c)).

5. EFFECTIVE DATE

This Administrative Instruction is effective immediately.

D. O. Cooke
Deputy Assistant Secretary of Defense

Enclosures - 2
E1. GSA Form 7036
E2. GSA Form 7091

E1. ENCLOSURE 1

GSA FORM 7036

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE
MAGNETIC TAPE RECORD INVENTORY

1. RECORD GROUP NO. | 2. CONTROL NO. *(FOR NARS USE)*

3. AGENCY/OFFICE CREATING RECORD | 4. LOCATION OF EDP INSTALLATION

5. OFFICIALS RESPONSIBLE FOR SYSTEM *(Name)*	6. BUILDING ROOM NUMBERS	7 TELEPHONE NUMBERS
A. SPONSOR	A.	A.
B. EDP COORDINATOR	B.	B.

8. DESCRIPTION OF RECORD CONTENT

A. SYSTEMS TITLE

B. FILE(S) TITLE

C. PURPOSE OF COLLECTING DATA

D. SCOPE *(Contents and coverage)*

E. ARRANGEMENT-SORTING SEQUENCE *(Logical record key)*

9. SOURCE DOCUMENT(S) USED AS INPUT *(Attach samples)*

10. USE OF FILE OUTPUT-PUBLICATION TITLE *(Attach copy)*

11. DATES OF FILE	12. ONETIME STUDY OR SURVEY (S)	13. PERIODIC UPDATE *(Specify period)*
A. FROM		
B. TO		

14. FILE SPECIFICATION DESCRIPTION *(Enclose record formats and data elements descriptions)* | 15. DUPLICATION ELSEWHERE *(Physical or contents)*

16A. CPU MFG.	16B. MODEL NO.	17. NO. OF REELS	18. REEL LENGTH	19. BPI USED	20. NO. OF TRACKS
16C. TAPE DRIVE	16D. MODEL NO.				

21. CURRENT RETENTION PERIOD	22. RECOMMENDED RETENTION PERIOD	23. DATE REELS WILL BE TRANSFERRED TO NARS

24. USE MADE OF TAPE RETAINED OVER TEN YEARS

25. DEFENSE CLASSIFICATION AND/OR RESTRICTIONS ON USE OF TAPE

GSA FORM 7036 (REV. 3-77)

E2. ENCLOSURE 2

GSA FORM 7091

DATA ARCHIVES INVENTORY
(Read instructions on reverse)

FOR NARS USE ONLY

SECTION I - PHYSICAL CHARACTERISTICS

1. TYPE OF REEL	2. LENGTH (Feet)	3. WIDTH (Inches)

SECTION II - RECORDING MODE INFORMATION

1. NUMBER OF TRACKS	2. DENSITY IN BPI	3. CHARACTER CODE USED	4. FRAME PARITY

5. MIXED MODE READING CONTROL

6. LOGICAL RECORD LENGTH
LENGTH ☐ FIXED ☐ VARIABLE ☐ UNDEFINED
☐ WORDS ☐ CHARACTERS ☐ FRAMES

7. BLOCKING FACTOR (Logical records per physical block)

8. LOGICAL AND PHYSICAL RECORD LENGTH CONTROL

	(1) NONE	(2) COUNTER	(3) SPECIAL CHARACTER	(4) DESCRIBE
A. LOGICAL	☐	☐	☐	
B. PHYSICAL	☐	☐	☐	

9A. END OF FILE PADDING CHARACTER _____ IN POSITIONS _____ TO _____ OF FIRST LOGICAL RECORD AFTER LAST LOGICAL RECORD OR NONE _____

9B. IS LAST BLOCK FULL LENGTH _____ OR SHORT _____ ?

9C. INDICATE END OF REEL PADDING FIELD IF DIFFERENT FROM ABOVE _____

SECTION III - RECORDING SYSTEM INFORMATION

1. CPU MANUFACTURER	2. MODEL NO.

3. TAPE DRIVE MANUFACTURER	4. MODEL NO.

5. OPERATING SYSTEM USED TO GENERATE FILE

A. NAME	B. VERSION NUMBER	C. LEVEL OR TYPE

6. FILE STRUCTURE INFORMATION (See reverse for instructions)

TM _____ LABELS _____ (LABEL LENGTH) _____) TM _____ DATA RECORDS TM _____ EOR TM EOF TM _____

7. FILE ID LOCATION	8. FILE ID CONTENTS	9. REEL SEQUENCE NUMBER LOCATION	10. CHECKPOINT LOCATION (If applicable)

11. LOGICAL RECORD COUNT LOCATION	12. PHYSICAL RECORD COUNT LOCATION

13. HASH OR CONTROL TOTALS (If applicable, describe)

SECTION IV - REMARKS

GENERAL SERVICES ADMINISTRATION — GSA FORM 7091 (4-77)

INSTRUCTIONS AND EXAMPLES FOR USE IN PREPARING DATA ARCHIVES INVENTORY

SEC. I. PHYSICAL CHARACTERISTICS

1. Type of reel	Cassette, cartridge, reel, etc.

SEC. II. RECORDING MODE INFORMATION

1. Number of tracks	7, 9, other
2. Density in BPI	128, 200, 250, 556, 800, 1600, other
3. Character code used	IBM, BCD, FIELDATA, BINARY, EBCDIC
4. Frame parity	even, odd, mixed
5. Mixed mode reading control	If parity varies from block to block, describe how software determines the parity of the block to be read. Example is lookahead bits in the IBM 7090 series.
7. Blocking factor	If fixed number of logical records per block, show number. If variable number of records per block, describe control technique in 8 below or use additional sheet if necessary.
8. Logical and physical record length control	If blocks and records are fixed length with no software control characters, mark "NONE". If blocks or logical records have counter fields specify mode with reference to system software manual; e.g., IBM 7070 IOCS, type 4 records.

SEC. III. RECORDING SYSTEM INFORMATION

5. Operating system used	Name: DOS, MOD I Extended, etc. Version number: Revision 16 Level or type: PCP, HASP, MFT-II, MVT
6. File Structure Information	Most software systems allow considerable variation in label content and placement even when using "standard" labels. The following example shows a typical file structure and how it should be depicted on the reverse side. IHDR (84 characters) TAPE MARK CHECKPOINT/RERUN TAPE MARK DATA RECORDS TAPE MARK EOF (end of file label) TAPE MARK TAPE MARK Such a sequence of records and tape marks should be shown on line 6 as follows: TM Ø LABELS 1 (LABEL LENGTH 84) TM 2 DATA RECORDS TM 1 FOR TM__EOF TM___
10. Checkpoint location	Show, for example, as "between the two tape marks immediately preceding the data records."
13. Control totals	Indicate whether and where the record counts are found in the trailer labels or within a logical record such as the one containing the sentinal characters. Hash and control totals other than record counts are usually non-standard in all software systems. Therefore, indicate what data fields are used and indicate whether binary or decimal arithmetic is used.

GSA FORM 7091 (4-71) (BACK)